

ADMINISTRATIVE AUDIT

Name of the Division: **House keeping**

Audit Period: Session 2018 - 19

Sr. No.	Statement	Evaluation		
		Yes	Somewhat	No
1.	Awareness about the responsibilities of the division			
2.	Has the vendor maintained any duty chart (Check and Report)			
3.	How the housekeeping function is carried out? Check and Remarks			
4.	Check the housekeeping checklists Remarks			
5.	Make a physical walkthrough along with the department functional and check for appropriate housekeeping Remarks			

6.	How do you get complaints of your division and what is the track of closure?
7.	Strength and weakness of the division
8.	Any exemplary practice of your division